



<http://www.deq.state.mi.us/wellogic>

# **Wellogic User Manual**

## for Water Well Contractors

Revised 10/18/2010



Environmental Resource Management Division

Well Construction Unit

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## Introduction

Wellogic (<http://www.deq.state.mi.us/wellogic>) is the Internet-based data entry program developed by the State of Michigan to provide an easy method for water well contractors to submit water well records. Electronic well record submittal satisfies state and county well record submittal requirements, as required by Part 127, Act 368 of the Public Acts of 1978, as amended and rules (Well Construction Code). However, those contractors who submit well records in Oakland County will need to print a paper copy of the Wellogic record and mail it to Oakland County Health Division.

Use of the Wellogic program is voluntary and free. A User ID and password are assigned to each user. After a well record is entered into Wellogic, it is automatically sent to the Department of Natural Resources and Environment (DNRE) server and assigned an ID number. Each record is automatically stamped with the date and time of submittal.

The advantages of using Wellogic are:

- Access to hundreds of thousands of water well and abandoned well records from across the State
- Aids contractors in developing accurate bids
- Streamlines well record submittal
- Improves the quality of the data entered, reducing the amount of time spent on data review
- Reduces mailing costs and paper file storage
- Provides a tax deduction for the contractor's computer system and internet charges
- Allows for customized queries for rapid assessment of environmental threats
- Links replacement wells with abandoned wells and pump logs with drilling logs
- Allows for verifying the location of a water well or abandoned well using an interactive map
- Allows for running specialized reports

The DNRE may provide free onsite training for those water well drilling and pump installation contractors who request it. To request training, please email the Wellogic Help at [wellogic@michigan.gov](mailto:wellogic@michigan.gov).

## Finding, Viewing, and Printing Records

**Please note that Wellogic runs best in Internet Explorer 8, Google Chrome, or Firefox 3.6. If you experience problems running Wellogic, please check your browser version and update if necessary.**

### Types of Well Records

There are two different types of well records in Wellogic: the **Water Well and Pump Record (WW)** and the **Abandoned Well Plugging Record (AW)**. WW records are used to record the drilling of a water well, the deepening of an existing well, or the installation of a pump on an existing well. If the drilled well is replacing an existing well, the WW form also records information about the well that is being replaced (known as an abandoned well). In contrast, the AW form is only used to record the plugging of an abandoned well.

### Finding a Well Record

WW and AW records are publicly available without the need to log in to Wellogic. The public Wellogic Home Page is located at <http://www.deq.state.mi.us/wellogic>. A search form is displayed on the home page. Well records can be found based on the location (such as County, Township, Section, or street address), the well owner name, constructed date or many other search parameters.

The screenshot shows the Wellogic Home Page Search Form. The page has a header with the Michigan Department of Natural Resources and Environment logo and the Wellogic logo. The main content area is divided into several sections:

- Log In:** A section with fields for User ID and Password, and a Log In button. Below it are links for Request an Account, Forgot User ID, and Forgot Password.
- Welcome:** A section with a welcome message and instructions on how to use the system.
- Search Water Wells:** A section with a form for searching well records. The form includes fields for Search Type (Water Well Records), Well ID, Permit No., Well Address, Well Owner, and Well Details. The form also includes a Search button and a Reset button.
- Useful Links:** A section with links to various resources, including DNR Water Well Viewer, Download Wellogic Data, Scanned Well Records, Get Internet Explorer 8.0, Get the Latest Version of F, Get Acrobat Reader, and DNR Well Construction Unit.

### Wellogic Home Page Search Form

Once the search terms are entered, click the Search button to locate matching well records.

**Tip:** To search for both WW and AW records at once, change the Search Type to "All Well Records".

## Search Results

Wellogic will return a list of the records that match the search terms entered.

**Tip:** Wellogic will not display the search results if more than 100 records are found that match the search terms entered. If more than 100 records are found, narrow your search by adding more specific parameters to the search. If no records are returned, try searching using fewer or simpler search parameters.

The image below shows an example search result list. The search results can be sorted by clicking on any column heading.

Search Results - 14 Records Returned												
	Type	Well ID	County	Well Address	WSSN	Source ID/ Well No.	Township	Section	Well Depth	Static Water Level	Date Constructed	Entered By
<input type="checkbox"/>	WW	<a href="#">33000007332</a>	Ingham				Onondaga	12	200.00	15.00	10/14/1994	Local Health Department
<input type="checkbox"/>	WW	<a href="#">33000000523</a>	Ingham	3901 ANNIS RD.			Onondaga	12	125.00	15.00	7/19/1978	Local Health Department
<input type="checkbox"/>	WW	<a href="#">33000000524</a>	Ingham	3609 ANNIS RD.			Onondaga	12	153.00	999.99	6/24/1982	Local Health Department
<input type="checkbox"/>	WW	<a href="#">33000000525</a>	Ingham	3609 ANNIS RD.			Onondaga	12	219.00	51.00	2/28/1980	Local Health Department
<input type="checkbox"/>	WW	<a href="#">33000000526</a>	Ingham	3067 EDGAR RD.			Onondaga	12	125.00	11.00	9/22/1978	Local Health Department
<input type="checkbox"/>	WW	<a href="#">33000007341</a>	Ingham	3936 W. COVERT RD.			Onondaga	12	220.00	12.00	9/29/1998	Local Health Department
<input type="checkbox"/>	WW	<a href="#">33000007340</a>	Ingham	ANNIS RD.			Onondaga	12	141.00	25.00	12/21/1995	Local Health Department
<input type="checkbox"/>	WW	<a href="#">33000012130</a>	Ingham	3990 COVERT RD.			Onondaga	12	118.00	27.00	8/25/2001	State of Michigan
<input type="checkbox"/>	WW	<a href="#">33000013386</a>	Ingham	3075 S. Edgar			Onondaga	12	95.00	3.00	3/11/2004	Local Health Department
<input type="checkbox"/>	WW	<a href="#">33000013906</a>	Ingham	3151 Edgar			Onondaga	12	155.00	22.00	11/2/2006	Contractor
<input type="checkbox"/>	WW	<a href="#">33000013907</a>	Ingham	3141 S. Edgar Rd.			Onondaga	12	160.00	15.00	5/1/2007	Local Health Department
<input type="checkbox"/>	WW	<a href="#">33000014080</a>	Ingham	3075 EDGAR			Onondaga	12	99.00	7.00	1/4/2008	Contractor
<input type="checkbox"/>	WW	<a href="#">33000014379</a>	Ingham	3223 Edgar Rd.			Onondaga	12	120.00	5.00	5/19/2009	Contractor
<input type="checkbox"/>	WW	<a href="#">33000014507</a>	Ingham	3990 Covert			Onondaga	12	44.00			Local Health Department

Select All View/Print All Selected



### Well Record Search Result List

#### Viewing and Printing Well Records

To view or print a single well record, click the Well ID link displayed in the third column of the search result list. To view or print multiple well records, check the boxes next to the desired well records in the first column and then click the [View/Print All Selected](#) button to retrieve the well records in PDF format.

**Tip:** A program such as the free Adobe Reader (<http://www.adobe.com>) is needed in order to view PDF files.

The PDF file will display the selected WW and/or AW records similar to what is shown in the image below.

		<h2 style="text-align: center;">Water Well And Pump Record</h2>																																																		
<p style="text-align: center;">Completion is required under authority of Part 127 Act 368 PA 1978. Failure to comply is a misdemeanor.</p>																																																				
<p>Import ID: _____</p>																																																				
Tax No: 12-200-000-30-231		Permit No: 12-200-000-30-231		County: Ionia		Township: North Plains																																														
<h1 style="font-size: 2em;">Well ID: 34000004836</h1> <p>Elevation: _____</p> <p>Latitude: 43.1234500000</p> <p>Longitude: -83.1234500000</p> <p>Method of Collection: GPS Std Positioning Svc SA Off</p>				Town/Range: 08N 05W    Section: 2    Well Status: Active    WSSN: _____    Source ID/Well No: _____																																																
				Distance and Direction from Road Intersection: ON THE NORTHWEST CORNER OF COWMAN AND MCKENNA, 65' WEST OF COWMAN ROAD																																																
Well Owner: JOHN SMITH				Well Address: 1234 COWMAN ROAD, HUBBARDSTON, MI 48845																																																
Owner Address: 1234 COWMAN ROAD, HUBBARDSTON, MI 48845																																																				
Drilling Method: Rotary Well Depth: 100.00 ft. Well Type: Replacement Casing Type: PVC plastic Casing Joint: Solvent welded/glued Casing Fitting: None Diameter: 5.00 in. to 90.00 ft. depth Borehole: 8.75 in. to 100.00 ft. depth				Pump Installed: Yes Pump Installation Date: 10/7/2010 Manufacturer: A.Y. McDonald Model Number: 50G120-10 Drop Pipe Length: 30.00 ft. Drop Pipe Diameter: 1.00 in. Draw Down Seal Used: No Pressure Tank Installed: Yes Pressure Tank Type: Diaphragm/bladder Manufacturer: Well-X-Trol Model Number: WX202 Pressure Relief Valve Installed: Yes																																																
Well Use: Household Date Completed: 10/7/2010 Height: 1.50 ft. above grade				Pump Installation Only: No HP: 0.50 Pump Type: Submersible Pump Capacity: 10 GPM Pump Voltage: 220 Drilling Record ID: _____																																																
Static Water Level: 12.00 ft. Below Grade (Not Flowing) Unrestricted Flow Rate: _____ Well Yield Test: _____ Pumping Level 20.00 ft. after 1.00 hrs. at 30 GPM				<table border="1"> <thead> <tr> <th>Formation Description</th> <th>Thickness</th> <th>Depth to Bottom</th> </tr> </thead> <tbody> <tr><td>Topsoil</td><td>2.00</td><td>2.00</td></tr> <tr><td>Sand &amp; Clay</td><td>18.00</td><td>20.00</td></tr> <tr><td>Blue Clay</td><td>15.00</td><td>35.00</td></tr> <tr><td>Gravel &amp; Clay Sandy</td><td>25.00</td><td>60.00</td></tr> <tr><td>Sand Fine To Medium</td><td>25.00</td><td>85.00</td></tr> <tr><td>Sand Coarse</td><td>15.00</td><td>100.00</td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>				Formation Description	Thickness	Depth to Bottom	Topsoil	2.00	2.00	Sand & Clay	18.00	20.00	Blue Clay	15.00	35.00	Gravel & Clay Sandy	25.00	60.00	Sand Fine To Medium	25.00	85.00	Sand Coarse	15.00	100.00																								
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Sand Fine To Medium	25.00	85.00																																																		
Sand Coarse	15.00	100.00																																																		
Screen Installed: Yes Screen Diameter: 4.00 in. Screen Material Type: Stainless steel-wire wrapped Slot Length Set Between 12.00 10.00 ft. 90.00 ft. and 100.00 ft. Fittings: Neoprene packer				Filter Packed: Yes Blank: 2.00 ft. Above Grouting Method: Grout pipe outside casing Grouting Material: Bentonite slurry Bags: 10.00 Additives: None Depth: 0.00 ft. to 90.00 ft.																																																
Wellhead Completion: Pitless adapter, 12 inches above grade				Geology Remarks: _____																																																
Nearest Source of Possible Contamination: Type: Septic tank Distance: 50 ft. Direction: Southwest Abandoned Well Plugged: Yes Drilling Record ID: 34000000236				Drilling Machine Operator Name: CHIP MILLER Employment: Employee Pump Installer: CHARLIE MILLER Contractor Type: Water Well Drilling Contractor    Reg No: 5678 Business Name: MILLER WELL DRILLING Business Address: 1234 MAIN STREET, HUBBARDSTON, MI, 48845																																																
Latitude: 43.1245600000 Casing Diameter: 2.00 in. Plugging Material: Bentonite chips/pellets No. of Bags: 2.50 Longitude: -83.1245600000 Casing Removed: No Well Depth: 45.00 ft.				<b>Water Well Contractor's Certification</b> This well/pump was constructed under my supervision and I hereby certify that the work complies with Part 127 Act 368 PA 1978 and the well code. Signature of Registered Contractor _____ Date _____																																																
General Remarks: DROP-PIPE AND BREMER CHECK VALVE REMOVED FROM OLD WELL BEFORE PLUGGING. Other Remarks: _____																																																				



## Logging In

Contractors who want to add or modify records, run reports, or update their profile must log into Wellogic. Logging in is performed from the public Wellogic Home Page. A Log In box is located in the top-left corner of the screen. Enter your assigned User ID and password and click the [Log In](#) button to log in.

If an incorrect password is provided more than 5 times, the account will be disabled, and it will be necessary to contact the Wellogic Help to have the account unlocked.

**Tip:** If you are new to Wellogic and need to set up an account, see Appendix A for information on how to request a new account.

## Forgotten User IDs

If you forgot your User ID, click the [Forgot User ID](#) link near the bottom of the Log In box. If you have a valid email address registered with Wellogic, you can retrieve your User ID by providing your email address. Wellogic will send you an email containing your User ID. If you do not have an email address on file, you must contact Wellogic Help for assistance in retrieving your User ID.

## Forgotten Passwords

If you forgot your password, click the [Forgot Password](#) link located at the bottom of the Log In box. After supplying your User ID and answering two pre-established challenge questions, a new temporary password will be assigned to your account. If the account has an email address associated with it, the new temporary password will be sent to you via email. Otherwise, the new temporary password will be displayed on the screen. Write it down and use it to log in again at which point you will be prompted to establish a new password of your choice.

## Expired and Temporary Passwords

You may be prompted to choose a new password upon logging in. This can occur for two reasons:

1. Your password has expired. Passwords typically are valid for 1 year.
2. You were issued a temporary password. This will occur if you forgot your password and requested to have it reset (see *Forgotten Passwords* section above).

## Challenge Questions

Upon first logging into Wellogic, users will be asked to select five challenge questions and supply answers to those questions. These are used to verify the user's identity if a password is forgotten (see *Forgotten Passwords* section above). Administrators can reset the challenge questions at the request of the account holder if needed.

## Contractor Home Page

After successfully logging in, the contractor home page is displayed. This screen has two main areas; an announcements section and a tab panel. The announcements section will display a message set by the Wellogic Administrator. The tab panel has three tabs: Search for Well Records, Submit a Well Record, and Well Records Available to Modify. Each tab is described in more detail below.

Search for Well Records Tab

The image below shows the Search for Well Records Tab panel.

Search for Well Records

Submit a Well Record

Well Records Available to Modify

**Basic Information**

Search Type: 

Water Well Records

Well ID:

Permit No:  Import ID:

**Well Address**

Street Address:

For best match, enter street name only [help](#)

**Well Owner**

Owner Name:

For best match, enter last name only [help](#)

**Database**

Created Between:  and

Created By User ID:

Created By Group:

**Well Location**

County:

Township: 

Select Township

Town/Range: 

Select

 Section: [Click Here](#)

**Contractor**

Reg. No.:

**Well Details**

Well Type:  Well Use:

Constructed Between:  and

Well Depth (ft.):  and

Source ID/ Well No:  WSSN:

Pump Capacity (GPM):  and

Search

**Contractor Home Screen - Search for Well Records Tab**

The Search for Well Records Tab works the same as the search on the public home page described above.



The image below shows an example search result list.

Search Results														
	Action	Type	Well ID	County	Well Address	WSSN	SourceID / Well No.	Township	Section	Well Depth	Static Water Level	Date Constructed	Date Plugged	Ent
<input type="checkbox"/>	<a href="#">PDF View</a>	AW	01000000776	Alcona	6863 Madison			Caledonia	4	75.00			10/7/2002	Con
<input type="checkbox"/>	<a href="#">PDF View</a>	AW	01000000999	Alcona	2151 Mathewson Rd.			Caledonia	5	43.00			6/4/2003	Con
<input type="checkbox"/>	<a href="#">PDF View</a>	AW	01000000516	Alcona	5820 Bennett Rd.			Caledonia	13	42.00			6/27/2002	Con
<input type="checkbox"/>	<a href="#">PDF View</a>	AW	01000000856	Alcona	Fruchey Ranch Rd.			Caledonia	11	35.00			11/4/2002	Con
<input type="checkbox"/>	<a href="#">PDF View</a>	AW	01000001015	Alcona	128 E. Swede Rd.			Caledonia	18	65.00			6/30/2003	Con
<input type="checkbox"/>	<a href="#">PDF View Modify</a>	AW	01000003302	Alcona	123 Bay Drive			Caledonia	11	3.00			7/14/2010	Con
<input type="checkbox"/>	<a href="#">PDF View</a>	AW	01000000301	Alcona	Hubbard Lake Tr.			Caledonia	24	168.00				Con
<input type="checkbox"/>	<a href="#">PDF View</a>	AW	01000002927	Alcona	Hubbard Lake Trail			Caledonia	27	225.00			8/31/2007	Con

[Select All](#)
[View/Print All Selected](#)

### Contractor Home Screen - Search for Well Records Tab – Search Results List

The Action column will always offer two choices for each record: **PDF** and **View**. The **PDF** option will produce a print-ready report of the selected WW or AW record, similar to the public home page. The **View** option will display the WW or AW data entry screen in a view-only mode. The view-only mode displays additional data entry fields that may not be visible on the PDF report.

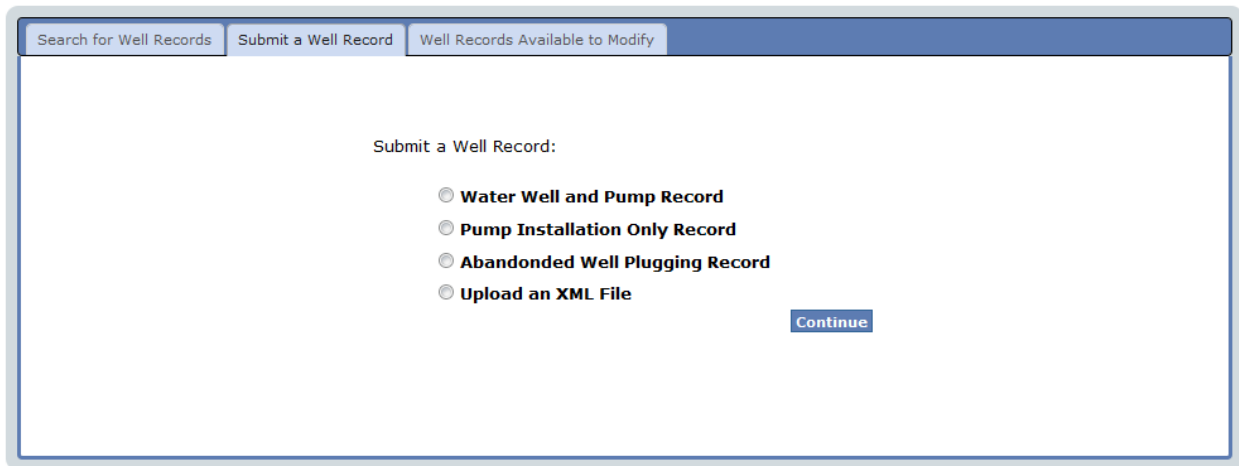
In some cases a **Modify** option will also be visible (as can be seen in the image above). The current user's permission settings govern whether or not a given well record may be modified.

**Tip:** Contractors may modify a well record up to 10 days after the record is added to Wellogic provided the record was submitted within the 60 day submittal requirement. Contractors may only modify records that they entered into Wellogic.

Similar to the option available on the public search result list, multiple well records can be selected for viewing and/or printing. To view or print multiple well records, check the boxes next to the desired well records in the first column and then click the **View/Print All Selected** button to retrieve the well records in PDF format.

## Submit a Well Record Tab

The image below shows the Submit a Well Record Tab panel.

The image shows a web application interface with a blue header bar containing three tabs: 'Search for Well Records', 'Submit a Well Record' (which is active), and 'Well Records Available to Modify'. Below the header, the main content area is white and contains the text 'Submit a Well Record:' followed by four radio button options: 'Water Well and Pump Record', 'Pump Installation Only Record', 'Abandoned Well Plugging Record', and 'Upload an XML File'. A blue 'Continue' button is located to the right of these options.

### ***Contractor Home Screen – Submit a Well Record Tab***

The Submit a Well Record Tab panel is used to submit a new well record to Wellogic. There are either three or four options available depending on the user's permissions:

**Water Well and Pump Record** – Use this option to create and submit a Water Well and Pump Record.

**Pump Installation Only Record** – Use this option to record the installation of a pump in an existing well. For more information on this option see the *Adding a Pump Installation Only Record* section below.

**Abandoned Well Plugging Record** – Use this option to create and submit an Abandoned Well Plugging Record.

**Upload an XML File** – Use this option to upload a file containing one or more WW or AW records. This option only appears if the current user has permissions to upload XML files. For more information on this option please see the separate *Wellogic XML User's Guide*.

## Well Records Available to Modify Tab

The image below shows the Well Records Available to Modify Tab panel.

Search for Well Records   Submit a Well Record   **Well Records Available to Modify**

You may modify the following well logs by selecting the Welllogic ID link. To add a pump or pressure tank to a Well Record you entered, use the Submit a Well Record tab.

Search Results					
Type	Well ID	Well Address	Owner Name	Created Date	Days Left to Modify
AW	<a href="#">01000003302</a>	123 Bay Drive, Caledonia	Bob Smith	7/15/2010	10

### ***Contractor Home Screen - Well Records Available to Modify Tab***

This screen will display a list of WW and/or AW records that the current user can modify. Records can only be modified within 10 days of adding the well record provided the record was submitted within the 60 day submittal requirement. To modify a well record, click the Well ID link for the desired record.

## Adding a New Record

The steps for adding a new WW or AW record to Wellogic are listed below:

1. Log in to Wellogic from the public Wellogic Home Page.
2. Click the Submit a Well Record Tab.
3. Select the option button to add either a Water Well and Pump Record, Pump Installation Only Record, or an Abandoned Well Plugging Record.
  - a. If you choose to enter a Pump Installation Only Record, and you entered the original drilling record under the same user ID, select 'I entered the Drilling Record', and enter the Well ID or leave the field blank to search for the record.
4. Click the Continue button.
5. Complete the WW or AW form.
6. Click the Submit button to add the well record to Wellogic.

## Important Information Regarding Data Entry

### Required Fields

While not all fields in Wellogic's data entry are required, records cannot be saved unless all required fields are filled in. If the user does not complete all of the required fields, the following may occur:

- The field will turn red if the user clicks in the field and clicks out of it without entering information.
- The tab with an empty required field will have a red dog ear on it when the user moves to a different tab.
- An error will appear when the record is submitted.

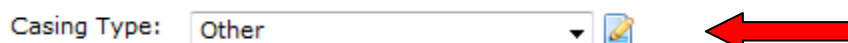
While a field may not be required in Wellogic, Contractors must complete all necessary fields based on the construction of the well and the local health department submittal requirements.

### Validations

Validations are also performed as data is being entered and submitted. For example, if a user enters "abc" in the well depth field, a pop-up will appear next to the field stating that the entry must be a number. Also, for example, when the record is submitted, an error will appear if the geology isn't equal to or greater than the well depth. All validation errors must be resolved before the record can be saved.

### Pick Lists

**Pick Lists Don't Show the Needed Choice:** If a pick list does not have a choice that you want, select "Other", if available. When this is done, a notepad icon will appear to the right of the pick list as seen below:



Click the notepad icon to bring up a popup screen that will allow you to add your own remark. Click the OK or Cancel buttons when done.

**Select Multiple Items from a Pick List:** To select multiple items from a pick list (e.g. wellhead completion, screen fittings, casing fittings), hold the Ctrl button down while you select items with your mouse. Click the OK or Cancel buttons when done.

### Date Fields

Date fields can be entered in various formats. For example, May 8, 2010 can be entered as 5/8/2010 or 05/08/2010 and you will need to type in the slashes. The year must always be 4 digits. You can also choose the date from a calendar picker, which will show up automatically.

### Tabbing through Fields

You can tab through the fields in Wellogic, as opposed to using the mouse to click on every field. If you start typing in a pick list field, the items available will start to show up. Be aware that tabbing may also take you to the michigan.gov banner above the data entry area.

**Tip:** If you are using the Firefox browser, after choosing a County, press the Enter key before tabbing to the Township field. This will make the Township field active (the 'Select a Township' text will change from gray to black). The same applies when moving from the Township field to the Town/Range field.

### Adding a Water Well and Pump (WW) Record

The WW form consists of a series of seven tabs, each recording unique information about the well drilling, pump installation, or well deepening activity. If an existing well was plugged as part of the activity, this information can be recorded as well.

The image below shows the WW data entry screen:

**WATER WELL AND PUMP RECORD** New Record

Well Details | Geology | Casing / Grouting | Screen / Water Level | Completion / Pump | Latitude / Longitude | Contractor / Abandonment

**Basic Information**

Tax No:

Permit No:

**Well Location**

County:

Township:

Town/Range:  Section: [Click Here](#)

**Well Address**

Distance and Direction from Road Intersection:

Address:

City:

State:  Zip:

**Well Owner**

☐ Owner Address Same as Well Address

Owner Name:

Address:

City:

State:  Zip:

**Well Details**

Well Use:  Well Status:

Well Depth:  ft. Well Type:

Drilling Method:

Date Well Completed:

**Water Well and Pump Record Data Entry Screen**

The tabs displayed are as follows:

- **Well Details** – The well location, well owner, and well use and status.
- **Geology** – The different layers of material present from the surface to the bottom of the well.
- **Casing/Grouting** – The well casing, borehole, and grouting materials used.
- **Screen/Water Level** – The static water level, screen (if installed) and well yield test.
- **Completion/Pump** – The wellhead completion, nearest sources of contamination, pump and pressure tank, if installed.
- **Latitude/Longitude** – The geographic coordinates (location) of the well.
- **Contractor/Abandonment** – The contractor, pump installer, drilling machine operator, information about the plugged well, if an existing well was plugged in conjunction with the reported activity, and any general remarks.

Each tab is displayed and discussed in the sections that follow. The description of each tab highlights important aspects or features of the screen.

### Well Details Tab

The image below shows the Well Details tab:

The screenshot shows the 'WATER WELL AND PUMP RECORD' application with the 'Well Details' tab selected. The interface includes a top navigation bar with tabs: Well Details, Geology, Casing / Grouting, Screen / Water Level, Completion / Pump, Latitude / Longitude, and Contractor / Abandonment. The 'Well Details' tab is active. The form is divided into several sections: 'Basic Information' with fields for Tax No. and Permit No.; 'Well Location' with dropdowns for County, Township, and Town/Range, and a link for Section; 'Well Address' with a text area for distance/direction and fields for Address, City, State, and Zip; 'Well Owner' with a checkbox for 'Owner Address Same as Well Address' and fields for Owner Name, Address, City, State, and Zip; and 'Well Details' with dropdowns for Well User and Well Status, fields for Well Depth and Well Type, a dropdown for Drilling Method, a date field for Date Well Completed, and a text field for Entered By (group). A 'New Record' button is visible in the top right corner.

### ***Water Well and Pump Record Data Entry Screen – Well Details Tab***

This tab is used to record basic information about the well location, well owner, and well use and status.

**Choosing a County, Township, Town/Range and Section:** Wellogic automatically filters the next pick list based on the selected choice in the previous one. For example, if Alcona County is selected, the Township pick list will only show townships that are located within Alcona County.

**Tip:** If you are using the Firefox browser, after choosing a County, press the Enter key before tabbing to the Township field. This will make the Township field active (the 'Select a Township' text will change from gray to black). The same applies when moving from the Township field to the Town/Range field.



**Owner Address is the Same as the Well Address:** When this box is checked, the well address information is automatically copied down to the Well Owner Address area. This will save data entry time when the owner and well address are the same.

**Type I and II Public Wells:** If the well is a Type I or II public well (as selected from the Well Use pick list), two additional fields will appear: WSSN (Water Supply Serial Number) and Source ID/Well Number. Enter this information if it is known.

**Well Deepening:** If the current record is for a Well Deepening activity, select “Well Deepening” from the Well Type pick list. When this is done, a [Link to Drilling Record](#) link will appear. If you know the Well ID number of the original drilling record for the well, click this link. You may then enter the Well ID, if known, or a search can be performed to locate the Well ID of the original drilling record.

## Geology Tab

The image below shows the Geology tab:

**WATER WELL AND PUMP RECORD** New Record 

Well Details | **Geology** | Casing / Grouting | Screen / Water Level | Completion / Pump | Latitude / Longitude | Contractor / Abandonment

**Geology**

Primary Color	Primary Material	Description/ Secondary	Description/ Formation	Thickness of Stratum	Depth to Bottom of Stratum	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(calculated)	<input type="text"/>	<input type="button" value="Save"/>
						<input type="button" value="Add"/>

Geology Comments:

### ***Water Well and Pump Record Data Entry Screen – Geology Tab***

This tab is used to record information about the different layers of material present from the ground surface to the bottom of the well.

**Enter Geology Information in Order of Increasing Depth:** Add a record for each stratum of material that was encountered. Start by entering the shallowest stratum first followed by the next deepest onward.

**Automatic Calculation of Stratum Thickness:** As rows are added, Wellogic will automatically calculate the thickness of stratum for the current row by subtracting the depth to bottom from the previous row.

**Tip:** The depth of the bottom-most stratum must be greater than or equal to the depth of the well as specified on the Well Details tab.

**Tip:** Use “Edit” to modify the layer of geology. Use “Insert” to insert a layer of geology above the one you click on. Use “Delete” to delete a layer of geology.

## Casing/Grouting Tab

The image below shows the Casing/Grouting tab:

The screenshot shows a web-based data entry form titled "WATER WELL AND PUMP RECORD" with a "New Record" button. The form has several tabs: "Well Details", "Geology", "Casing / Grouting" (which is selected), "Screen / Water Level", "Completion / Pump", "Latitude / Longitude", and "Contractor / Abandonment".

The "Casing / Grouting" tab contains three main sections:

- Casing:** Includes a "Casing Type" dropdown, three rows of "Diameter" (in) and "Depth" (ft) fields, and an "SDR" field. It also has a "Casing Joint" dropdown, a "Casing Height" field (ft. above grade), and a "Casing Fittings" field with a "Click here to select" link.
- Borehole:** Includes three rows of "Diameter" (in) and "Depth" (ft) fields.
- Grouting:** Includes a "Well Grouted" dropdown.

### ***Water Well and Pump Record Data Entry Screen – Casing/Grouting Tab***

This tab is used to record information about the well casing, borehole, and grouting materials.

**Casing Fittings:** Click the Click Here to Select link to choose from a list of one or more items from a popup screen. Click the OK or Cancel button when done.

**If the Well Was Grouted:** When "Yes" is selected from the Well Grouted pick list, a series of additional fields will become visible for data entry.

**Tip:** Do not enter brand names for grouting material or additives.

**Tip:** Grout material must be entered from top to bottom.

## Screen/Water Level Tab

The image below shows the Screen/Water Level tab:

The screenshot shows a web-based data entry form titled "WATER WELL AND PUMP RECORD" with a "New Record" button. The form has several tabs: "Well Details", "Geology", "Casing / Grouting", "Screen / Water Level" (which is selected), "Completion / Pump", "Latitude / Longitude", and "Contractor / Abandonment". The "Screen / Water Level" tab contains three main sections: "Water Level" with fields for "Static Water Level" (in feet) and a "Flowing" pick list; "Screen" with a "Screen Installed" pick list; and "Well Yield Test" with a "Yield Test Method" pick list and three rows of "Pumping Level" data, each with fields for "ft.", "Time" (in hours), and "Rate" (in GPM).

### ***Water Well and Pump Record Data Entry Screen – Screen/Water Level Tab***

This tab is used to record information about the static water level, screen (if installed) and well yield test.

**If the Well was Flowing:** If "Yes" is selected from the Flowing pick list, the Unrestricted Flow Rate will become visible for data entry.

**If a Screen Was Installed:** If "Yes" is selected from the Screen Installed pick list, a series of additional fields will become visible for data entry.

**Screen Fittings:** Click the [Click Here to Select](#) link to choose from a list of one or more items from a popup screen. Click the [OK](#) or [Cancel](#) button when done.

## Completion/Pump Tab

The image below shows the Completion/Pump tab:

**WATER WELL AND PUMP RECORD** New Record

Well Details | Geology | Casing / Grouting | Screen / Water Level | **Completion / Pump** | Latitude / Longitude | Contractor / Abandonment

**Wellhead Completion**  
Wellhead Completion: [Click here to select](#)

**Nearest Sources of Possible Contamination**  
Type:  Distance:  ft. Direction:   
Type:  Distance:  ft. Direction:

**Pump** **Pressure Tank**  
Pump Installed:  Pressure Tank Installed:

### ***Water Well and Pump Record Data Entry Screen – Completion/Pump Tab***

This tab is used to record information about the wellhead completion, nearest sources of contamination, pump and pressure tank, if installed.

**Wellhead Completion List:** Click the [Click Here to Select](#) link to choose from a list of one or more items from a popup screen. Click the [OK](#) or [Cancel](#) button when done.

**If a Pump was Installed:** If “Yes” is selected from the Pump Installed pick list, a series of additional fields will become visible for data entry.

**If Record is for a Pump Installation Only:** If the current well record is only being used to record the installation of a pump on an existing well, set the Pump Installation Only pick list to “Yes”. When this is done, a [Link to Drilling Record](#) link will appear. If you know the Well ID number of the original drilling record, click this link. You may then enter the Well ID, if known, or a search can be performed to locate the Well ID of the original drilling record.

**If a Pressure Tank was Installed:** If “Yes” is selected from the Pressure Tank Installed pick list, a series of additional fields will become visible for data entry.

## Latitude/Longitude Tab

The image below shows the Latitude/Longitude tab:

### WATER WELL AND PUMP RECORD

New Record ?

**Latitude / Longitude**

Latitude:  Longitude:

Collection Method:  Accuracy:

**Check Latitude and Longitude Accuracy** Source:

Date of Collection:  Remarks:

[Show Advanced Options](#)

### Water Well and Pump Record Data Entry Screen – Latitude/Longitude Tab

This tab is used to record the geographic coordinates (location) of the well.

**Latitude:** Enter the latitude in decimal degrees (00.00000). This number must be between 41.6 and 47.5, and should contain at least 4 decimal places.

**Longitude:** Enter the latitude in decimal degrees (-00.00000). This number must be between -90.5 and -82.4, and should contain at least 4 decimal places.

**Collection Method:** If you collected the coordinates using a GPS Unit, select **GPS Std Positioning Svc SA Off**. If you collected the coordinates using a mapping program, select **Interpolation-Map**.

**Accuracy:** If you collected the coordinates using a GPS Unit, enter **10 feet**. If you collected the coordinates using a mapping program, enter **100 feet**.

**Check Latitude and Longitude Accuracy:** Please see page 21 for an explanation of this button.

**Date of Collection:** Enter the date the coordinates were collected.

**Source:** Select Contractor



**Advanced Options:** Click the [Show/Hide Advanced Options](#) link to show additional data entry fields about how the latitude and longitude coordinates were derived. These additional fields are not required for contractors.

Show Advanced Options

Horizontal Datum:

Map Scale:

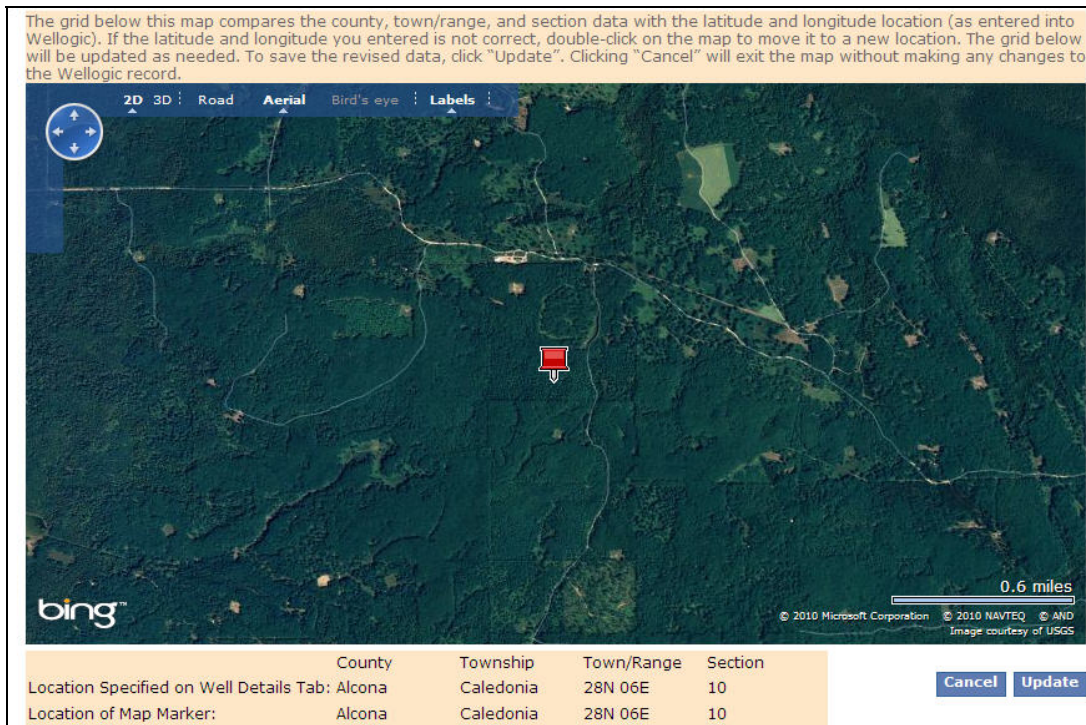
Elevation Collection Method:

Elevation:

Elevation Accuracy:

Elevation Datum:

**Checking the Accuracy of Latitude and Longitude:** Wellogic offers a means to verify that the latitude and longitude coordinates match with the County, Township, Town/Range, and Section entered on the Well Details tab. Click the [Check Latitude and Longitude Accuracy](#) button to bring up the following screen:



***Latitude/Longitude Accuracy Popup Screen***

The red map marker shows the location of the well at the latitude/longitude coordinate entered into Wellogic. To move the pushpin to a different location, double click on the map. The red marker will move to the new location.

A message area appears at the bottom of the screen. In this area, the County, Township, Town/Range and Section as entered on the Well Details tab are shown across the top row (captioned "Location Specified on the Well Details Tab"). The row beneath it is the County, Township, Town/Range and Section based on the location of the red marker (captioned "Location of Map Marker"). Each time the red marker is moved, the calculated county, etc. are updated.

Click the [Update](#) button to use the current location of the red marker to update the Latitude/Longitude Coordinates **AND** the County, Township, Town/Range and Section on the Well Details tab.

Click the [Cancel](#) button to close the Popup screen without making any changes to the well record.

**Tip:** You cannot change the location of a well to a county that is not associated with your account. Wellogic will give you a warning if you try to do this. You will need to visit your profile to add the county.

**Tip:** The Update button will only be active if the map marker is moved. If the initially entered latitude and longitude are correct, but the Well Details values are not, click Cancel, then return to the Well Details tab to update those values manually.

## Contractor/Abandonment Tab

The image below shows the Contractor/Abandonment tab:

The screenshot shows a web application titled "WATER WELL AND PUMP RECORD" with a "New Record" button. The interface has a tabbed menu at the top with the following tabs: Well Details, Geology, Casing / Grouting, Screen / Water Level, Completion / Pump, Latitude / Longitude, and Contractor / Abandonment. The "Contractor / Abandonment" tab is currently selected. The form is divided into several sections: "Contractor" with fields for Contractor Type (dropdown), Registration Number, Registered Contractor Name, Business Name, Address, and City, State, Zip (with separate dropdowns for State and Zip); "Plugging Information" with a field for Abandoned Well Plugged (dropdown); "Drilling Machine Operator" with fields for Operator Name and Employment (dropdown); "Pump Installer" with a checkbox for "Pump Installer Different from Drilling Machine Operator"; and "General Remarks" with a large text area.

### ***Water Well and Pump Record Data Entry Screen – Contractor/Abandonment Tab***

This tab is used to record information about the contractor, pump installer, and drilling machine operator. It records information about the plugged well, if an existing well was plugged in conjunction with the reported activity.

**Contractor Name and Address:** The contractor's name and address information is automatically filled out with the current user's information. If this information is incorrect, please update it on the User Profile screen as described in the *Updating Your Profile* section of this document.

**When Plugging Information Does Not Apply:** The Plugging Information area (on the right half of the screen shown above) will not display in some circumstances. This is dependent upon the Well Type on the Well Details tab.

**If a Replacement Well was Drilled, but the Existing Well was not Plugged:** Choose "No" from the Abandoned Well Plugged pick list. A new pick list will appear captioned "Reason for not Plugging Well". This information must be supplied.

**If an Existing Well was Plugged:** Choose "Yes" from the Abandoned Well Plugged pick list. A series of additional fields will display allowing for information to be entered about the existing well.

A [Link to Drilling Record](#) link will appear among the new fields. If you know the Well ID number of the original drilling record for the plugged well, click this link. You may then enter the Well ID, if known, or a search can be performed to locate the Well ID of the original drilling record.

The [Check Latitude and Longitude Accuracy](#) button works in a similar manner to that which is described on the Latitude/Longitude tab above, however it does not compare the location of the red

marker with the information on the Well Details tab since the location of the plugged well and replacement well are not the same.

### **Submitting the Record**

Upon completion of all seven tabs, click the Submit button located at the bottom right side of the screen, below the tabs. It may take up to several seconds to complete the submission. A confirmation screen will indicate the Well ID of the newly created record.

Two options are available to you after submitting a record.

### **Print the Record**

Click to view the well record in PDF format.

### **Return to Home**

Return to your logged in Home page to submit another record, modify a record, search for records, log out, or complete other activities.

## Adding an Abandoned Well Plugging (AW) Record

The AW form consists of a series of four tabs, each recording different information about the well plugging activity.

The image below shows the AW data entry screen:

**ABANDONED WELL PLUGGING RECORD** New Record

Well Details | Plugging Materials | Latitude / Longitude | Contractor / Abandonment

**Basic Information**

Tax No:

Permit No:

**Well Location**

County:

Township:

Town/Range:  Section: [Click Here](#)

**Well Address**

Distance and Direction from Road Intersection:

Address:

City:

State:

Zip:

**Well Owner**

☐ Owner Address Same as Well Address

Owner Name:

Address:

City:

State:

Zip:

**Well Details**

Well Use:

Well Construction Type:

Date Drilled:

Date Plugged:

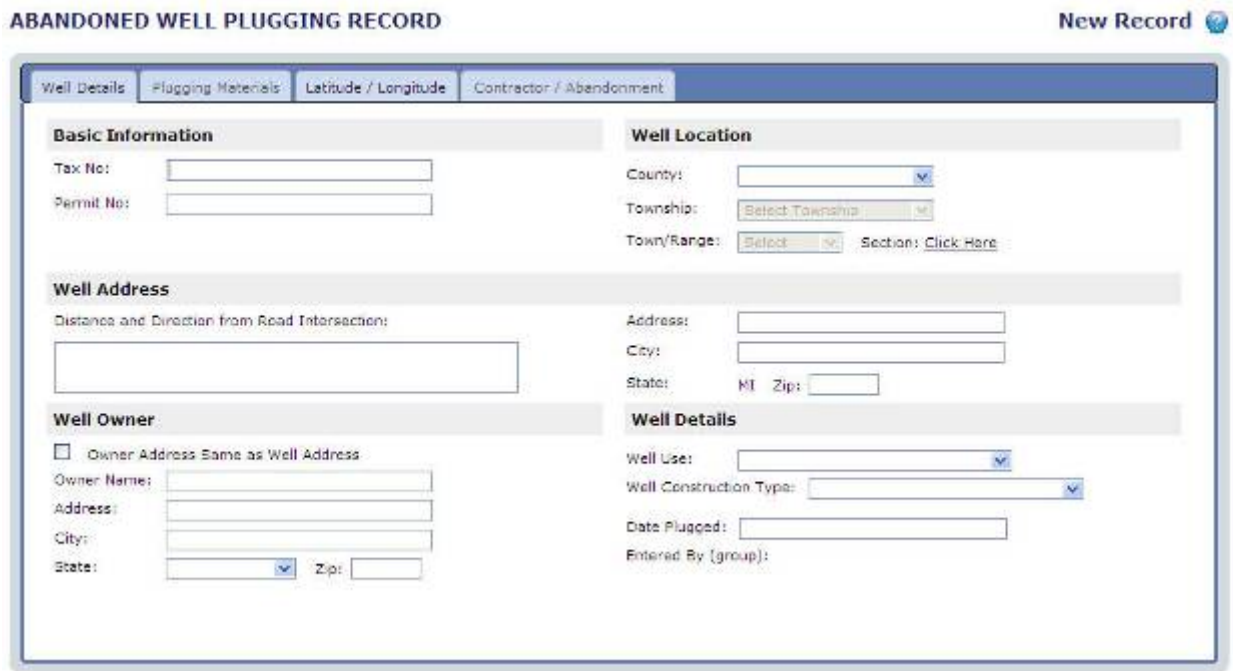
### ***Abandoned Well Plugging Record Data Entry Screen***

The tabs displayed are as follows:

- **Well Details** – The well location, well owner, well use and status.
- **Plugging Materials** – The plugging materials used to plug the well.
- **Latitude/Longitude** – The geographic coordinates (location) of the well.
- **Contractor/Abandonment** – The contractor, information about the plugged well, and any general remarks.

## Well Details Tab

The image below shows the Well Details tab:



The screenshot displays the 'ABANDONED WELL PLUGGING RECORD' application with the 'Well Details' tab selected. The interface includes a top navigation bar with tabs for 'Well Details', 'Plugging Materials', 'Latitude / Longitude', and 'Contractor / Abandonment'. A 'New Record' button is located in the top right corner. The main form is divided into several sections: 'Basic Information' with fields for 'Tax No.' and 'Permit No.'; 'Well Location' with dropdowns for 'County', 'Township', and 'Town/Range', and a 'Section' link; 'Well Address' with a text area for 'Distance and Direction from Road Intersection' and fields for 'Address', 'City', 'State' (pre-filled with 'MI'), and 'Zip'; 'Well Owner' with a checkbox 'Owner Address Same as Well Address' and fields for 'Owner Name', 'Address', 'City', 'State', and 'Zip'; and 'Well Details' with dropdowns for 'Well Use' and 'Well Construction Type', and text fields for 'Date Plugged' and 'Entered By (group)'.

### ***Abandoned Well Plugging Record Data Entry Screen – Well Details Tab***

This tab is used to record basic information about the well location, well owner, well use, and status.

**Choosing a County, Township, Town/Range and Section:** Wellogic automatically filters the next pick list based on the selected choice in the previous one. For example, if Alcona County is selected, the Township pick list will only show townships that are located within Alcona County.

**Owner Address is the Same as the Well Address:** When this box is checked, the well address information is automatically copied down to the Well Owner Address area. This will save time when the owner and well address are the same.

**Type I and II Public Wells:** If the well is a Type I or II public well (as selected from the Well Use pick list), two additional fields will appear: WSSN (Water Supply Serial Number) and Source ID/Well Number. Enter this information if known.



## Plugging Materials Tab

The image below shows the Plugging Materials tab:

Plugging Materials					
Plugging Material	From (ft.)	To (ft.)	Quantity	Unit	Actions
Bentonite chips/pellets	0.00	45.00	2.00	Bags	<a href="#">Insert</a> <a href="#">Edit</a> <a href="#">Delete</a>

Plugging Comments:

### ***Abandoned Well Plugging Record Data Entry Screen – Plugging Materials Tab***

This tab is used to record information about the plugging materials used to plug the well.

**Enter Plugging Materials in Order of Increasing Depth:** Add a row for each type of plugging material used. Start by entering material used at the shallowest depth first and continue onward to increasing depth.

**Automatic Selection of Plugging Material Unit:** When a new row of plugging material is added, the unit of measure (such as bags or yards) will automatically be entered.

**Tip:** Use “Edit” to modify the layer of material. Use “Insert” to insert a layer of material above the one you click on. Use “Delete” to delete a layer of material.

## Latitude/Longitude Tab

The image below shows the Latitude/Longitude tab:

The screenshot shows a web application window titled "ABANDONED WELL PLUGGING RECORD" with a "New Record" button in the top right. The window has four tabs: "Well Details", "Plugging Materials", "Latitude / Longitude" (which is selected), and "Contractor / Abandonment". The "Latitude / Longitude" tab contains the following fields and controls:

- Latitude:** A text input field.
- Longitude:** A text input field.
- Collection Method:** A dropdown menu.
- Accuracy:** A text input field.
- Source:** A dropdown menu.
- Date of Collection:** A text input field.
- Remarks:** A large text area.
- Check Latitude and Longitude Accuracy:** A button, which is highlighted with a blue border.
- Show Advanced Options:** A link.

### ***Abandoned Well Plugging Record Data Entry Screen – Latitude/Longitude Tab***

This tab is used to record the geographic coordinates (location) of the well. This screen is not required for Abandoned Well Plugging Records.

**Latitude:** Enter the latitude in decimal degrees (00.00000). This number must be between 41.6 and 47.5, and should contain at least 4 decimal places.

**Longitude:** Enter the latitude in decimal degrees (-00.00000). This number must be between -90.5 and -82.4, and should contain at least 4 decimal places.

**Collection Method:** If you collected the coordinates using a GPS Unit, select **GPS Std Positioning Svc SA Off**. If you collected the coordinates using a mapping program, select **Interpolation-Map**.







**Accuracy:** If you collected the coordinates using a GPS Unit, enter **10 feet**. If you collected the coordinates using a mapping program, enter **100 feet**.

**Check Latitude and Longitude Accuracy:** Please see page 21 for an explanation of this button.

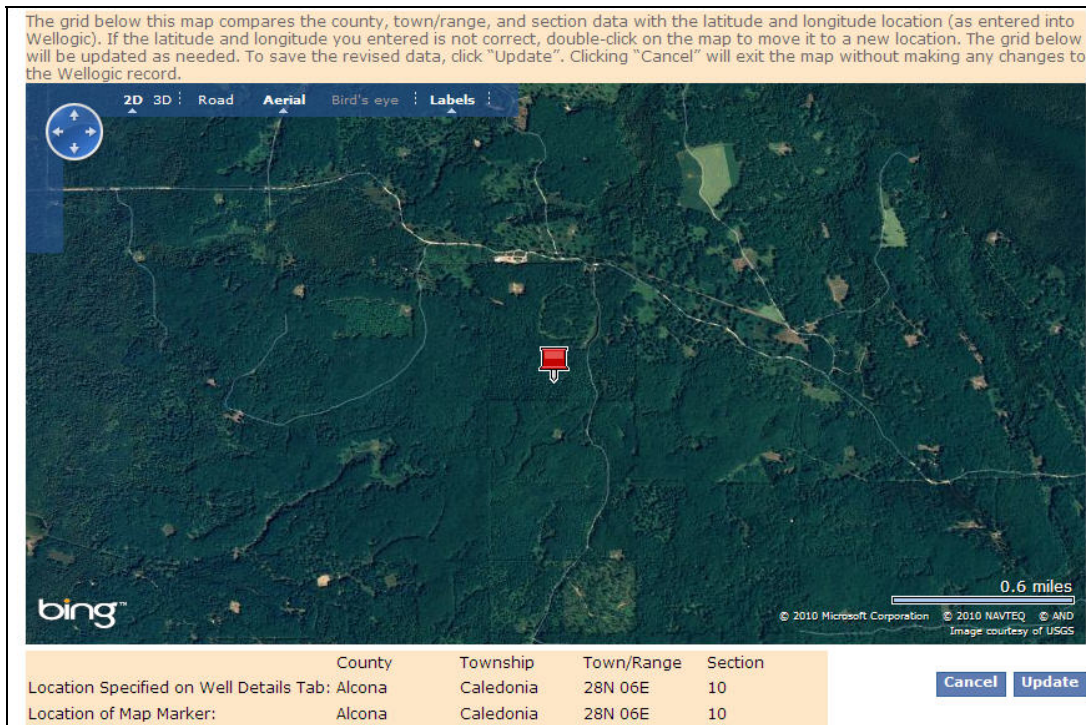
**Date of Collection:** Enter the date the coordinates were collected.

**Source:** Select **Contractor**

**Advanced Options:** Click the [Show/Hide Advanced Options](#) link to show additional data entry fields about how the latitude and longitude coordinates were derived. These additional fields are not required for contractors.

<a href="#">Show Advanced Options</a>			
Horizontal Datum:	<input type="text"/> 	Elevation:	<input type="text"/> 
Map Scale:	<input type="text"/> 	Elevation Accuracy:	<input type="text"/> 
Elevation Collection Method:	<input type="text"/> 	Elevation Datum:	<input type="text"/> 

**Checking the Accuracy of Latitude and Longitude:** Wellogic offers a means of verify that the latitude and longitude coordinates match with the County, Township, Town/Range and Section entered on the Well Details tab. Click the [Check Latitude and Longitude Accuracy](#) button to bring up the following screen:



***Latitude/Longitude Accuracy Popup Screen***

The red map marker shows the location of the well at the latitude/longitude coordinate entered into Wellogic. To move the pushpin to a different location, double click on the map. The red marker will move to the new location.

A message area appears at the bottom of the screen. In this area, the County, Township, Town/Range and Section as entered on the Well Details tab are shown across the top row (captioned "Location Specified on the Well Details Tab"). The row beneath it is the County, Township, Town/Range and Section based on the location of the red marker (captioned "Location of Map Marker"). Each time the red marker is moved, the calculated county, etc. are updated.

Click the [Update](#) button to use the current location of the red marker to update the Latitude/Longitude Coordinates **AND** the County, Township, Town/Range and Section on the Well Details tab.

Click the [Cancel](#) button to close the Popup screen without making any changes to the well record.

**Tip:** You cannot change the location of a well to a county that is not associated with your account. Wellogic will give you a warning if you try to do this. You will need to visit your profile to add the county.

**Tip:** The Update button will only be active if the map marker is moved. If the initially entered latitude and longitude are correct, but the Well Details values are not, click Cancel, then return to the Well Details tab to update those values manually.

## Contractor/Abandonment Tab

The image below shows the Contractor/Abandonment tab:

The screenshot shows a web application titled "ABANDONED WELL PLUGGING RECORD" with a "New Record" button. The interface has four tabs: "Well Details", "Plugging Materials", "Latitude / Longitude", and "Contractor / Abandonment", with the last one being active. The form is divided into four main sections: "Abandonment", "Casing", "Contractor", and "General Remarks".

- Abandonment Section:** Includes a "Drilling Record Well Log ID:" field with a "Link to Drilling Record" link. Below are input fields for "Well Diameter:" (in inches) and "Measured Well Depth:" (in feet). There are dropdown menus for "Reason for Abandoning Well:", "Abandonment Method:", and "Flowing:". A checkbox labeled "Pumping Equipment Removed" is at the bottom.
- Casing Section:** Starts with a "Casing Type:" dropdown. It follows with three rows of "Casing Diameter:" and "Depth:" input fields (in inches and feet). A checkbox "Casing Removed" and a "Casing Status After Plugging:" dropdown are also present.
- Contractor Section:** Contains input fields for "Contractor Type:", "Registration Number:", "Registered Contractor Name:", "Business Name:", "Contractor Address:", and "City, State, Zip:" (with a state dropdown).
- General Remarks Section:** A large text area for additional notes.

### ***Abandoned Well Plugging Record Data Entry Screen – Contractor/Abandonment Tab***

This tab is used to record information about the contractor and about the plugged well.

**Contractor Name and Address:** The contractor's name and address information is automatically filled out with the current user's information. If this information is incorrect, please update it on the User Profile screen as described in the *Updating Your Profile* section of this document.

**Linking to the Original Drilling Record:** A Link to Drilling Record link is visible on this form. If you know the Well ID number of the original drilling record for the plugged well, click this link. You may then enter the Well ID, if known, or a search can be performed to locate the Well ID of the original drilling record.

**If Equipment was Removed from the Well:** If equipment was removed from the well, check the Equipment Removed checkbox. It will then be necessary to indicate what equipment was removed. Click the Click Here to Select link to choose from a list of one or more items from a popup screen. Click the OK or Cancel buttons when done.

Upon completion of all four tabs, click the Submit button located at the bottom right side of the screen, below the tabs. It may take up to several seconds to complete the submission. A confirmation screen will indicate the Well ID of the newly created record.

***Example Abandoned Well Plugging Record Generated by Welloqic***



Two options are available to you after submitting a record.

### **Print the Record**

Click to view the record in PDF format.

### **Return to Home**

Return to your logged in Home page to submit another record, modify a record, search for records, log out, or complete other activities.

### **Modifying an Existing Record**

Contractors may modify a well record up to 10 days after the record is added to Wellogic provided the well record was submitted within the 60 day submittal requirement. Contractors may only modify records that they themselves entered. Contact the Wellogic Help for assistance if it is determined that a correction is needed to a submitted well record after this period has passed.

To modify a record, follow the steps below:

1. Return to the Contractor Home screen by clicking the Home link on the navigation bar that appears near the top of any screen.
2. Select the "Well Records Available to Modify" tab.
3. Click the link for the WW or AW record you wish to edit.
4. The selected record will display. Make the desired modifications and click the Re-Submit button when finished.

## Adding a Pump to a Water Well Record

To add a pump to a well using Wellogic, follow the steps below:

1. Return to the Contractor Home screen by clicking the Home link on the navigation bar that appears near the top of any screen.
2. Select the "Submit a Well Record" tab
3. Select the option for "Pump Installation Only Record". A checkbox will appear as shown below:



4. The next step will depend on whether or not you entered the drilling record into Wellogic for which the pump was added:
  - a. **No, I did not enter the original drilling record into Wellogic:** Leave the "I Entered the Drilling Record" box unchecked and click the Continue button. A new WW data entry form will display. Wellogic will automatically set the Pump Installation Only pick list to "Yes". Continue adding the well record information as described in the *Adding a Water Well and Pump Record* section above.
  - b. **Yes, I entered the original drilling record into Wellogic:** Select the "I Entered the Drilling Record" checkbox. A textbox will appear allowing you to enter the Well ID of the original drilling record to which the pump was added. Either type the Well ID (if known) or click the Continue button to search for the drilling record. Once the Well ID is selected, Wellogic will open the Original Drilling record and will automatically set the "Pump Installed" pick list to "Yes". Add the pump installation information to the Completion/Pump Tab and re-submit the record to update it with the new pump information.

Note: After the pump is added to the well record using this process, the record will then automatically reappear to the local health department indicating the pump was added."

## Running Reports

Wellogic includes a number of built-in reports. To access the reports, follow the steps below:

1. Select the Reports link on the navigation bar that appears near the top of any screen. A list of the built-in reports available to you is displayed.
2. Select the desired report from the list.
3. Enter the information needed for the report, such as choosing a specific location, Well ID, contractor, or date range. Each report requires different information to be entered.
4. Click the Run Report button.

**Tip:** Reports can be exported in a variety of formats using the toolbar that appears at the top of the report. Export formats include PDF, Excel spreadsheet, or text among others.

## Updating Your Profile

Contractors can edit their name, email address, phone, and fax number at any time. Contractors can also edit the list of counties assigned to their account. County lists that appear elsewhere within Wellogic will be filtered to only show the selected counties. This provides the convenience of not having to scroll through a list of counties which are of little interest to the contractor.

Business information is displayed on this screen, but cannot be edited. Contact the Wellogic Help if you need to edit the business name or address.

The image below shows the Profile screen.

User Profile	
<b>User Information</b>	<b>Business Information</b>
First and Last Name*: <input type="text" value="John Doe"/>	Business Name: <b>Doe Well and Pump</b>
Email Address: <input type="text" value="doewell@email.com"/>	Address: <b>525 W. Allegan</b>
Phone Number*: <input type="text" value="(517) 555-1234"/>	<b>Lansing, MI 48909</b>
Fax Number: <input type="text" value="(517) 555-5678"/>	Registration Number: <b>9988</b>
Counties: <a href="#">Clinton, Eaton, Ingham, Jackson</a>	To update the contact information above or to change your challenge questions, contact Wellogic Help at <a href="mailto:wellogic@michigan.gov">wellogic@michigan.gov</a> or 517-241-1412 (Anita) or 517-241-1380 (Ronda).
*Required Field	
<b>Save</b>	

## Change Password

Your password must meet the following criteria:

- Passwords must be at least 5 characters long.
- Contain at least one lowercase character.

Old Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>

**Change Password**

## User Profile Screen

## Updating Contact Information

To update contact information, follow the steps below:

1. Select the Profile link on the navigation menu that appears near the top of any screen. The User Profile page will display.
2. Edit the information shown in the User Information section of the screen. To edit the available counties list, click the link that appears to the right of the Counties label.
3. Click the Save button when done.

## Changing your Password

Users may change their password at any time by using the Change Password section of the User Profile screen.

To change your password, follow the steps below:

1. Select the Profile link on the navigation menu that appears near the top of any screen. The User Profile page will display.
2. Enter the existing password in the Existing Password field.
3. Enter the new password in the New Password field.
4. Enter the same password again in the Confirm Password field.
5. Click the Change Password button when done.

**Tip:** The password requirements will appear within the Change Password area of the screen. Password requirements may change at the discretion of the Wellogic Administrator.

## Appendix A: Requesting an Account

Requesting a new account can be done online from the public Wellogic home page.

(<http://www.deq.state.mi.us/wellogic>).

To request a new account, follow the steps below:

1. From the Wellogic Home Page, click the Request an Account link located within the Log In box. An Account Request screen will appear as shown below:

The screenshot shows a web form titled "Request a Wellogic Account". The form contains several input fields and buttons. The fields are arranged in two columns. The left column includes "Account Type\*" (a dropdown menu), "First and Last Name\*", "Business/Agency Name\*", "Address\*", "City\*", and "State\*" (a dropdown menu). The right column includes "Contractor Type\*" (a dropdown menu), "Contractor Reg. No.", "Email", "Phone Number\*", "Fax Number", and a link "I Need Access to the Following Counties: [Click here to select.](#)". At the bottom left, there is a note "\*Required Field". At the bottom right, there are two buttons: "Submit Request" and "Cancel".

2. Select "Contractor" from the Account Type pick list.
3. Enter your contact and business information into the account request form.
4. Select the counties by clicking the [Click Here to Select](#) link.
5. Click the [Submit Request](#) button when done. A Wellogic administrator will review and approve or deny the account request. If you supplied an email address, the account activation email will be delivered via email. Otherwise, the applicant will be contacted by the Wellogic Help with the User ID and a temporary password.

**Tip:** After logging into Wellogic for the first time, users will need to choose a new password and answer five challenge questions. The challenge questions will be used if the user ever forgets their password. See the *Forgotten Passwords* section of this document for more information.